

ARIZONA DEPARTMENT OF EDUCATION

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Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
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SCHOOL FINANCE MEMORANDUM 03-001

TO: Charter School Administrators, Directors, Principals
FROM: Mary Beth Reilly
DATE: July 12, 2002
SUBJECT: July 15, 2002 Basic calculations for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

The July 15, 2002 apportionment reports for your charter school are posted on your charter school's home page on the ADE web site <http://www.ade.az.gov/districts>. Hard copies of these reports will not be mailed. If you need help finding or viewing these reports please call your county's Regional Training Center (RTC). The phone number for your county's RTC can be found at <http://www.ade.az.gov/rtc>.

All eligible charter schools have been paid on estimated counts submitted by June 21, 2002. In the event that you did not receive a July 15, 2002 payment, it may be due to missing or late submitted estimated student counts. In addition, if the banking forms were not submitted to the state treasurer's office or Charter contracts were not signed, a payment will not be issued. If you have questions or concerns about submitting estimated student counts, please contact Rose Whelihan at (602) 542-8240 or e-mail at <mailto:rwhelih@ade.az.gov>.

Estimated student counts submitted on or before July 19, 2002, will be the basis of August funding; student counts submitted on or before August 23, 2002, will be the basis of September funding. The September enrollment list due date is September 20, 2002 for funding in October. In order to receive an August charter payment, all charters must also submit a completed and signed M&O deduct form by July 19, 2002. **All charter schools, regardless of sponsorship, must submit a student list utilizing an ADE approved electronic format for each charter site by 5:00 PM on or before the dates listed above to be eligible for a payment in the following month.**

It is the responsibility of each charter school to verify that the Charter School Estimated Count report posted on their web page <http://www.ade.az.gov/districts>, accurately reflects the data submitted. These reports will be run every Friday starting June 28th. **Charter schools should revise their estimated counts each month to accurately reflect the actual student registration.**

If you have any concerns regarding your equalization calculations or payments please do not hesitate to call me at mreilly@ade.az.gov or 602-542-8249.

July 15, 2002